

BANBURY FOOD FOR CHARITIES



TRUSTEES & MEMBERS ANNUAL MEETING
5 JULY 2016: 6:30PM
47 PARK ROAD, BANBURY. OX16 0DH

MINUTES

THOSE PRESENT

TRUSTEES : KIERON MALLON, RIKI THERIVEL, VALERIE RICHARDS : MAURICE HUMPHRIS

MEMBERS : SRI EARNEST, PAUL WHEELA, PETER WILLIAMS

PART A : FORMAL

1. INTRODUCTIONS

Attendees introduced themselves and outlined their role within Banbury Food For Charities. Minutes of the previous meeting, originally circulated in July 2015 were noted.

2. TRUSTEES CONSIDERATION OF ANNUAL ACCOUNTS:

The annual accounts for period 8 January 2015 to 31 March 2016 were formally agreed by the four Trustees. Proposed by Kieron Mallon, seconded by Riki Therivel.

3. TRUSTEES CONSIDERATION OF ANNUAL REPORT MARCH 2016

The annual report covering operations 8 January 2015 to 31 March was considered. The four Trustees formally agreed to its submission to the Charity Commission and for it to be posted online for public view. (*Report submitted to Charity Commission 7 July*)

4. FORMAL PLANS FOR 2016/2017

The Trustees agreed to limit operations to the Banbury area, while being willing to share experiences and to offer advice to sister organisations in other towns. For example Riki Therivel is to produce a leaflet on sourcing fresh food for the benefit of the Trusell Trust. This will feature our name and logo.

5. APPOINTMENT OF NEW TRUSTEES

The four Trustees formally approved the appointment of 2 new Trustees bringing the total to 6. Paul Wheela and Peter Williams, proposed by Riki Therivel and seconded by Maurice Humphris, will consider the role and responsibilities before completing formal documentation. (*Charity Commission links and Constitution sent to both 6 July*)

Formal Meeting concluded at 7:15.

Kieron Mallon presented his apologies & left to attend another commitment.

PART B : INFORMAL -- NOTES

Riki Therivel (RT); Valerie Richards (VR); Maurice Humphris (MH); Paul Wheela (PA); Peter Williams (PE); Sri Earnest (SE)

6. SCOPE OF ACTIVITIES & ANY ISSUES (SUPPLIERS/CHARITIES)

Discussed collections and deliveries. Volunteers appreciated the quality of food from Marks & Spencer. Aldi supplies vary in quantity and quality. (PE) reported new arrangement with one day a week pick up from Sainsbury is working well. Morrisons have settled into collections Monday and Thursday. There are now 2 named contacts however (RT) noted pick up issues and delays continue. (VR) advised Tesco may offer food during the year as their system via FareShare is rolled out nationally. Unknown quantities as yet, however agreed BFFC will offer to collect initially. Agreed to include supplies to "Parents Talking Asperger's", for lunches on a fortnightly basis, via their active member and cook Kat Lucas. To be delivered via BYHP. (*Thursday Meetings will re-commence September*) Confirmed we cannot handle chilled foods (sandwiches, meat, pies, dairy etc) without chill facilities.

7. PROPOSED RECIPE BOOK – UPDATE

(PA) gave an outline of the proposed recipe book which he hopes to have as a draft for Trustees' and members' discussion shortly. This will be published both as hard copy and online. The latter to invite feedback, continuous updates, fresh ideas, photos etc. (PE) suggested possibilities for U-Tube. The booklet will be in black and white for reason of cost, but with a colour cover. It will include BFFC details, advice about food dates and any sponsor, but not photos. A local printer will produce at cost. 500 copies suggested. Meeting discussed costs. Agreed this was a good use of Sports Relief grant £500.* (MH) is to explore additional or matching funding via contacts. (**This use of funds also agreed post-meeting by Kieron Mallon*)

8. FOOD FAIR : 21 August 2016 :

• Plans :

Agreed - BFFC is best suited to The Banbury Food Fair, the ideal outlet to promote the Charity and its work. A deposit has been paid for stall site with no power. Noted however that several key helpers would not be available this year. (RT) agreed to co-ordinate plans and manning rota which will be suitably adjusted.

• Stall and Material, Banners etc :

(PA) May be able to borrow gazebo. Else BFFC will purchase cheap gazebo.
(RT) Has photos, recipes, quotes, bunting, leaflets, sign up sheets etc used in 2015.

• Raffle Prizes & Tickets :

(KM) had already agreed to co-ordinate raffle prizes – 1 or 2 food hampers.
Volunteers agreed to look out for items within date.
Raffle results to be posted on web-site & Facebook.

• Food :

Volunteers agreed to look out for suitable foods/items for free hand out, eg biscuits, fruit, vegetables (as a simpler alternative to the cakes, cooked items used in 2015)

9. PROMOTION AND SOCIAL MEDIA

Volunteers :

With supply and demand in rough balance, our focus is on recruiting more volunteers. (VR) reported a disappointing reaction at desk top display held in Morrisons on Sunday 26 as customers refused eye contact and leaflets. It is hoped that the Food Fair is better suited location to recruit. (PA) to include appeal on FaceBook. (KM) had offered to write promotional piece for local newspapers

Promotional Material :

Agreed that better distinction between BFFC and Banbury Food Bank is needed. (RT) to cost T-Shirts with logo and magnetic car signs for use by volunteers. (*Costings circulated 8 July*)

10. OTHER

(SE) announced that she will be taking exams shortly and uncertain where she will be living in future. The meeting thanked her sincerely for her fund raising ideas and enthusiastic past help and wished her all the best for the future. We will remain in contact.

The meeting ending in characteristic style as volunteers exchanged and arranged collected food etc for future deliveries.